

Network Safeworking Rules and Procedures

Track Vehicles

Rule Number: 3019

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Document History

Version	Effective Date	Pages updated	Reasons for change
2.03	29 07 2024	4 and 6	Reducing the minimum number of RTS and requirement to confirm entry and exit of each section during travel

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1. Purpose

The function of this rule is to outline the protocols for managing the safety of *Track Vehicles* when *Travelling* and carrying out work in the *Network*.

2. General

Track Vehicles include:

- Road Rail Vehicles, including *Track* inspection vehicles; and
- *Track* maintenance machines.

Prior notice must be given when *Track* maintenance machines are to run or work on a *Running Line*.

The *Competent Worker* operating a *Track Vehicle* in accordance with this rule must have a minimum of *Track Vehicle Operator (TVO) Competency* in accordance with Rule [1004 Track Access Accreditation](#).

Where the *Competent Worker* is not an accredited *Protection Officer Track Vehicles (POTV)* the vehicle must be accompanied by a suitably accredited *POTV*.

Competent Workers in charge of *Track Vehicles* must act in accordance with Rule [2027 Responsibilities of Rail Traffic Crews](#).

Track Vehicle Whistles must be used in accordance with Rule [4007 Rail Traffic Whistles](#).

3. Track Vehicle Approval

Track Vehicle types must be approved as *Fit for Purpose* by the *Infrastructure Delegate*.



WARNING: If a *Track Vehicle* that does not reliably operate *Track-Circuits* is to *Travel* over *Points* that automatically return to a normal setting, and the *Points* are in a position where they can automatically return to normal, the *Points* must be *Secured* for the passage of the *Track Vehicle*.

The *Infrastructure Delegate* will provide a list of *Track Vehicles* that reliably operate the *Track Circuit* and *Level Crossing Protection*.

If compatible *Track Vehicles* are fitted with approved coupling devices, they must be coupled together during *Travel*.

4. Preparing Track Vehicles for Travel

The *Track Vehicle Operator* must make sure that the vehicle is fitted with working:

- communications systems;
- brakes;
- *Headlights*;
- *Tail Lights*, or an approved *End-of-Train Marker* on the rear of the last vehicle; and
- *Hazard Lights*, or flashing warning lights.

The *Track Vehicle Operator* must make sure that the vigilance control device is working.

The *Competent Workers* in charge of *Track Vehicles* must make sure the vehicle carries:

- at least 18 *Railway Track Signals (RTS)*; and
- safeworking forms as necessary.



NOTE: Track Vehicles that are on and off tracked within a worksite are not required to carry *RTS* or safeworking forms.

5. Occupying a Running Line

Track Vehicles may occupy a *Running Line* only with the *Authority* of the:

- *Network Controller* responsible for the *Location*;
- *Possession Protection Officer* in charge of a *Local Possession Authority (LPA)*; or
- *Protection Officer* in charge of a *Work on Track Authority (WoTA)*.

Where a *Track Vehicle* is to enter or *Travel* in *Dual Gauge Track* areas, the *Competent Worker* in charge of the *Track Vehicle* must confirm with the *Network Controller* the gauge of the *Track Vehicle*.

The *Network Controller* must advise the *Competent Worker* when *Blocking Facilities* have been applied. *Blocking Facilities* must be applied and removed in accordance with Rule 6003 Blocking Facilities.

Track Vehicles must enter or be placed on *Running Lines* only:

- within *Station Limits*;
- within *Intermediate Sidings*;
- within the limits of an *Occupancy Authority*;
- at approved on and off-*Track Locations*, where the approach of *Rail Traffic* can be managed by *Controlled Absolute Signals*; or
- within a *Train Order Section* where there is no approaching *Rail Traffic*.

The *Location* where the *Track Vehicle* is to enter or be placed on the *Running Line* must be verified using two or more of the following:

- a kilometre sign and *Section*;
- a *Points* number;
- a signal number;
- observance of *Points* or signal *Aspect* change; or
- another identifier.

Before *Travel* begins and throughout the journey, the *Competent Worker* in charge of a movement must make sure that there is *Effective Communication* between all *Track Vehicles* involved and the *Network Controller*.

6. Track Vehicle Travel

Track Vehicles singly, coupled, or in *Convoy* must be worked under Absolute *Block System* conditions, in accordance with Rule 1002 Network Safeworking Principles.

Track Vehicles must travel on a *Movement Authority (MA)* issued by the *Network Controller*.

The *Network Controller* must tell affected *Network Controllers* of the *Track Vehicle Travel*.

Travelling Track Vehicles must have a *Competent Worker* in charge of the movement in the lead vehicle.

Before authorising a *MA*, the *Network Controller* must make sure that:

- there is no conflicting movement;
- the *Competent Worker* knows about existing *Obstructions*; and
- the *Competent Worker* understands and agrees to the limits of the *MA*.

In double line areas *Track Vehicles* must *Travel* on the correct *Running Line*.

Fixed Signals must only be passed at STOP in accordance with Rule 6013 Passing Fixed Signals at Stop.

Where the *Competent Worker* in charge of the *Track Vehicle* is unfamiliar with the *Route*, a *Competent Worker* who is familiar with the *Route* must accompany the *Track Vehicle* in accordance with Procedure 9006 Piloting Rail Traffic.

The *Network Controller* must be told about:

- the number and types of *Track Vehicles* in a movement; and
- the identification numbers and order of all vehicles in the *Convoy*.

During *Travel*, the *Competent Worker* in charge of the movement must:

- obey instructions from the *Network Controller*;
- tell other *Track Vehicle Operators* in the *Convoy* about conditions relating to the movement;
- tell the *Network Controller* when the *Limits of Authority* have been *Cleared* by the rearmost vehicle;
- make sure that *Points* are set correctly and *Secured* for the movement;
- be alert for workers in the *Rail Corridor*; and
- as *Associated Rail Traffic*, get the *Protection Officer's Authority* before entering a *WoTA Location* or traversing a worksite within a *WoTA*; or
- as *Associated Rail Traffic*, get the *Possession Protection Officer's Authority* before entering a *LPA Location* or traversing a worksite within an *LPA*.

6.1 Reporting

The *Competent Worker* in charge of the movement must report to the *Network Controller* entry and clearance of *Sections* as they occur and must not depart a *Location* until acknowledged by the *Network Controller*.

The *Network Controller* must acknowledge these reports and record these times on the *Network Control Diagram* accordingly.

6.2 Authority for Track Vehicles to Travel

Track Vehicles must be *Authorised to Travel* on a *MA* created in the *Network Control System* and issued by the *Network Controller* responsible for that portion of line.

Road Rail Vehicles (RRV) are permitted on-track within the *Section* once opposing *Rail Traffic* has passed the *RRV Location* provided:

- the *RRV* is to *Travel* in the opposite direction, from the passing *Rail Traffic*;
- the opposing *Rail Traffic* has been correctly identified (service number/loco number); and
- the opposing *Rail Traffic* has been observed and confirmed *Complete* past the *RRV Location*.

The position of *Points* within the *MA* of a *Track Vehicle* must not be moved until the *Competent Worker* in charge of the *Track Vehicle* has confirmed all *Track Vehicles* have cleared the *Points* and it is safe to do so.

6.2.1 Obtaining a manual Movement Authority (MA)

The *Competent Worker* in charge of a *Track Vehicle* must obtain a manual *MA* from the *Network Controller* responsible for the area over which the vehicle is to *Travel*.



NOTE: The manual *Movement Authority (MA)* for a *Track Vehicle* will be recorded on a *Road Rail Vehicle Authority (RRVA)* form.

Before *Authorising* the manual *MA*, the *Network Controller* must make sure that:

- within the *Train Order Territory*, no *Authority* has been issued for an opposing *Rail Traffic* movement;
- any *Rail Traffic* holding a *Uni-Directional Authority* has cleared the starting point of the proposed *Track Vehicle* movement and will not be returning;
- the *Competent Worker* knows about existing *Obstructions*; and
- the *Competent Worker* understands and agrees to the limits of the *MA*.

The *Network Controller* and the *Competent Worker* in charge of a *Track Vehicle* must confirm and record on the *MA*:

- the proposed *MA* limits;
- a unique identifying number;
- the gauge of the *Track Vehicle*;
- that *Blocking Facilities* have been applied, in accordance with Rule 6003 Blocking Facilities, to prevent entry of *Rail Traffic* into the portion of *Track* occupied by the *Track Vehicle*; and
- that the *Secure Blocking Code* provided on the form is recorded in the *Network Control System*.
 - The *Network Controller* must ensure this *Secure Blocking Code* is not recorded anywhere except in the *Network Control System* as required:
- the name of the *Competent Worker* in charge of a *Track Vehicle* and contact details;
- the *Issuing Control* desk;
- the time of *Issue*; and
- the date of *Issue*.

Before moving into the *Section*, the *Competent Worker* must:

- confirm *Blocking Facilities* have been applied by repeating back to the *Network Controller* the details of the *Blocking*;
 - record the *Blocking* on the *MA*;
- ensure that all *Points* are correctly set; and
- obtain the *Network Controller's* verbal *Authority* to proceed.

6.3 Road Rail Vehicle Stopping for Work

The *Protection* provided by the *MA* permits work that:

- does not require tools; or
- uses *Light Tools or Devices* which can be easily and immediately removed from the *Track* by **one worker** without mechanical assistance.

The work must not break the *Track* or alter *Track* geometry or structure.

If the *Road Rail Vehicle* is required to stop for work and there are *Adjacent* lines and the work may encroach into the *Danger Zone* of the *Adjacent* line, then the *Competent Worker* must act in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines.

6.4 Track Vehicle setting back

6.4.1 Road Rail Vehicle setting back

If a *Road Rail Vehicle* is required to *Set Back*, the *Competent Worker* in charge must:

- ensure it is safe to *Set Back*;
- *Travel at Restricted Speed*; and
- not exceed the limits of the *MA*.

6.4.2 Track Machines setting back

Track Machines must not *Set Back* without the *Authority* of the *Network Controller* in accordance with Rule 4015 Setting Back or Propelling on Running Lines, section 5.

6.4.3 Fulfilling a Movement Authority (MA)

The *MA* must be *Fulfilled* by the *Competent Worker* when the *Road Rail Vehicle* has:

- arrived at the end of the *MA*; or
- has been removed from and is *Clear* of the *Running Line*.

The *Network Controller* and the *Competent Worker* must endorse their copy of the *MA* as *Fulfilled*.

7. Travelling in Convoy

No more than three *Track Vehicles* are permitted to *Travel in Convoy*.

The *Competent Worker* in charge must ensure that *Track Vehicle Operators*:

- maintain a minimum distance of 200 metres and a maximum distance of 400 metres between *Track Vehicles*; and
- comply with the instructions for closing up.

The *Convoy* must close up:

- if the leading vehicle stops;
- before entering a *Section*; and
- before *Travelling* over an *Active Control Level Crossing*.

Operators of *Track Vehicles* in *Convoy* must maintain *Effective Communication*.

If communication is lost, *Track Vehicle Operators* must *Travel at Restricted Speed*.

7.1 Competent Worker in the Leading Track Vehicle

The *Competent Worker* in the leading *Track Vehicle* must warn the following *Track Vehicle Operators* if the lead *Track Vehicle*:

- slows down or stops;
- approaches an *Active Control Level Crossing*; or
- approaches the *Protection* limits of a worksite.

7.2 Track Vehicle Operators

Track Vehicle Operators must adjust the speed of *Track Vehicles* according to messages received from the *Competent Worker* or other *Track Vehicle Operators* within the *Convoy*.

Tell other *Track Vehicle Operators* in the *Convoy*:

- when pre planned, easily identified *Locations* or reference points during the journey have been reached; and
- if there is a need to slow down or stop the *Track Vehicle*.

If the *Track Vehicle Operator* is not sure of the whereabouts of the *Track Vehicle* ahead when the last reported *Location* is reached, the *Track Vehicle Operator* must *Travel at Restricted Speed*.

If the *Track Vehicle Operator* needs to stop the vehicle, immediately after the vehicle has stopped, the *Track Vehicle Operator* must warn following *Track Vehicle Operators* using one or more of the following:

- sending two-way radio messages;
- flashing the *Track Vehicle's* lights;
- sounding the *Track Vehicle's Whistle* repeatedly; or
- giving a STOP *Handsignal* at a *Safe Braking Distance* behind the *Track Vehicle*.

The *Track Vehicle Operator* must continue to give the warning until acknowledged by the following *Track Vehicle Operator*.

8. Travelling Over Level Crossings

8.1 When approaching an Active Control Level Crossing

If *Track Vehicles* cannot reliably operate the *Track Circuit* and *Level Crossing Protection* as approved by Manager Engineering and shown on the *Track Vehicles Certificate of Compliance*, the *Track Vehicle Operators* must stop short of the *Level Crossing*.

Before travelling over an *Active Control Level Crossing* with a vehicle that cannot reliably operate the *Track Circuit* and *Level Crossing Protection*, the *Track Vehicle Operator* must make sure that:

- the *Level Crossing* is clear of all road and pedestrian traffic; and
- if possible, manually operate the *Active Control Level Crossing Protection*.

If it is not possible to operate the manual switch (or one is not provided), wait for all road and pedestrian traffic to stop and the *Level Crossing* is clear, then proceed over *the Level Crossing* at *Restricted Speed*.

If *Track Vehicles* can reliably operate the *Track Circuit* and *Level Crossing Protection* as approved by Manager Engineering and shown on the *Track Vehicles Certificate of Compliance*, the *Track Vehicle Operator* must ensure:

- it is safe to proceed, and the *Level Crossing* is clear, or
- all road and pedestrian traffic has stopped before proceeding over the *Level Crossing*.

8.2 When approaching a passive Level Crossing

The *Track Vehicle Operator* must ensure:

- it is safe to proceed, and the *Level Crossing* is clear, or
- all road and pedestrian traffic has stopped before proceeding over the *Level Crossing*.

9. Disabled Track Vehicles

Where a *Track Vehicle* becomes *Disabled* or causes an *Obstruction* for any reason, it must be *Protected* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

A *Track Vehicle's MA* must be *Cancelled* and a *Work on Track Authority (WoTA)* must be applied to *Protect* the *Disabled Track Vehicle*.

The *Disabled Track Vehicle* will be recovered as arranged by the approved *Arc Infrastructure Representative*.

10. Overdue Track Vehicle

If a *Track Vehicle* movement is overdue the *Competent Worker* and the *Network Controller* must act in accordance with Rule 4017 Overdue Occupancies.

11. Travelling Through WoTA or LPA Limits

Only *Track Vehicles* associated with the *WoTA* or *LPA* are permitted to enter the limits of the *Authority*.

Track Vehicles entering or *Travelling* within the limits of the *WoTA* or *LPA* must:

- be *Piloted*; or
- receive written or verbal instructions from the *Possession Protection Officer* or *Protection Officer*.

Track Vehicles must only depart from the limits of the *WoTA* or *LPA* with the *Network Controller's Authority*.

12. Track Vehicle Speed Limits



WARNING: *Track Vehicle* Operators must *Travel* at speeds that are safe for the prevailing conditions.

A *Track Vehicle's* speed must not exceed:

- the speed specified for the *Track Vehicle*; or
- if it is lower than the speed specified for the *Track Vehicle*, the authorised *Track Speed*.

Track Vehicles other than *Road Rail Vehicle's* must not exceed 20 km/h over a *Level Crossing*.

12.1 Road Rail Vehicles

A *Road Rail Vehicle* must not exceed 10 km/h over *Points*.

13. Headlights

Headlights must be switched on to High Beam during *Travel*.

Headlights must be dimmed during approach to:

- *Rail Traffic*;
- a *Platform*;
- a *Location* where *Shunting* is in progress; and
- a road vehicle on a nearby road.

14. Tail Lights

Track Vehicles must have red *Tail Lights* lit or an approved *End-of-Train Marker* during *Travel*.

15. Hazard Lights

Track Vehicles on a *Running Line* must have approved and operating *Hazard Lights*.

16. Stabling Track Vehicles

Track Vehicles may be *Stabled* on *Running Lines* only with the approval of the Approved Operations *Delegate*.

Track Vehicles Stabled on lines other than *Running Lines* must be:

- *Clear* of *Running Lines*;
- *Secured* against unintended movement; or
- if *Stabled* in a *Siding*, be inside *Derailing Devices*.

Track Vehicles must be *Secured* against *Unauthorised* operation and unintended movement at all times.

17. Track Machine Stopping for Work

Track Machines stopping for work must be protected using a *WoTA* or *LPA*.

18. Keeping Records

The *Network Controller* and the *Competent Worker* in charge of *Track Vehicles* must keep a *Permanent Record* of the details of the *Track Vehicle Travel*.

19. References

2027 Responsibilities of Rail Traffic Crew

4001 Protecting Disabled Rail Traffic

4007 Rail Traffic Whistles

4017 Overdue Occupancies

6003 Blocking Facilities

6013 Passing Fixed Signals at Stop

9006 Piloting Rail Traffic

9010 Protecting Work from Rail Traffic on Adjacent Lines

20. Effective Date

29 July 2024